



Grant Thornton

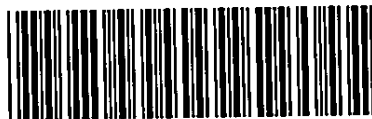
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# Financial Statements The County of Northampton Council on Addiction

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For the year ended 31 March 2010

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COMPANIES HOUSE

Company No. 2836340  
Registered Charity No. 1025395

## Company information

<b>Registered charity number:</b>	1025395
<b>Company registration number:</b>	2836340
<b>Registered/head office:</b>	Denmark House 8 Billing Road Northampton NN1 5AW
<b>Directors and trustees:</b>	James Spittle (Chair) Michael Ains (Deputy Chair) Linda Couchman (Treasurer) Monica Dawson Isobel Mann Norman Clarke Edward Murphy
<b>Secretary:</b>	Isobel Mann
<b>Bankers:</b>	Royal Bank of Scotland 77 Abington Street Northampton NN1 1LP
<b>Solicitors:</b>	Max Engel & Co 8 Hazelwood Road Northampton NN1 1LP  Tollers Castilian Chambers 2 Castilian Street Northampton NN1 1JX
<b>Auditor:</b>	Grant Thornton UK LLP Grant Thornton House Kettering Parkway Kettering Venture Park KETTERING Northants NN15 6XR

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## Report of the trustees

CAN is the operating title used by the organisation

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2010

### **Directors and trustees**

The trustees, who are also the directors of the company, serving during the year and since the end of the financial year are

James Spittle (Chair)  
Michael Airs (Deputy Chair)  
Norman Clarke (*appointed 2 6 09*)  
Linda Couchman (Treasurer) (*appointed 21 4 09*)  
Monica Dawson  
Judith Horsefield (*resigned 16 3 10*)  
Janet Mayes (*resigned 19 1 10*)  
Isobel Mann (*appointed 2 6 09*)  
Edward Murphy (*appointed 24 11 09*)

### **Structure, governance and management**

#### **Governing document**

The County of Northampton Council on Addiction is a company limited by guarantee and a registered charity governed by its Memorandum of Articles, which was amended in 2006. First founded in 1972 the organisation was registered under its current title on the 26 August 1993 and became a company limited by guarantee on the 15 July 1993.

#### **Appointment of trustees**

Board members are elected at the Annual General Meeting. The board also has the power at any time to appoint, either to fill a casual vacancy or as an addition to the existing members up to the maximum within the terms of the Memorandum and Articles of Association. Any member so appointed holds office until the next Annual General Meeting and can then seek re-election.

#### **Trustees' recruitment, induction and training**

A comprehensive information pack is made available to each trustee. This contains job descriptions, the Memorandum and Articles, information on legal requirements of trustees and expectations of the organisation from their trustees in terms of a minimum commitment. Management structures and operational information is also provided. Each potential trustee will be interviewed by two members of the Board of Trustees and the Chief Executive. There is a yearly joint training/review day between the Board of Trustees and the Senior Management Team.

#### **Organisational structure**

The board of trustees administers the governance of the charity. The board meets on a six weekly basis and receives reports from the Chief Executive and the Finance and Resources Manager. The Chief Executive is appointed by the board of trustees to manage the day-to-day operation of the charity supported by a Senior Management Team.

### **Day to day management of the organisation**

The following were members of the Senior Management Team during 2008-2009 and are delegated to carry out day-to-day management

Linda Juland	Chief Executive
Keith Dally	Finance and Resources Director
Terry Bogg	Service Director, Northamptonshire
Carole Jones	Service Director, Housing Services
Liam Pickford	Service Director, Bedfordshire and Young People's Services ( <i>on secondment to Bedfordshire Drug and Alcohol Team from 19 1 09</i> )
Niall Spencer	Service Director, Bedfordshire and Young People's Services

### **Our aims and objectives**

The objectives of the Charity are set out as follows in the company's Memorandum of Association. They are

- a) to preserve and protect the health of the public particularly by promoting the prevention, diagnosis and treatment of addictions and the abuse of alcohol and other substances and related problems and
- b) to relieve poverty and homelessness

The overall aims of the charity are to reduce and prevent the harm caused by drugs, alcohol and homelessness to individuals, their families and the wider community

In delivering our aims the Charity Commission general guidance on public benefit has been considered and adhered to. The Board of trustees are fully aware of their responsibilities to ensure that the public benefit must relate to the aims of the organisation

### **How our services deliver public benefit**

All our activities focus on the prevention and treatment of drug and alcohol problems and related social conditions which may contribute to these issues, including homelessness, and are undertaken to further our charitable purpose for the public benefit

### **Who used and benefited from our services**

Our services are provided across Northamptonshire and Bedfordshire, with homelessness services only provided directly in Northamptonshire. We have a range of access points across both counties including permanent bases, working out of key partner premises, satellite services and outreach services aimed at making our services as accessible as possible. We provide services for adults and young people and these are available to everyone in the community irrespective of gender, sexuality, means, ethnicity, nationality, disability or age (adult services are available to those 18 and above) and all our services are free

People can refer themselves or be referred by other professionals. All staff received training in diversity in the previous year and all new staff have also been trained in the current year and all new staff will also receive similar training. We are committed to making our services as accessible as possible. In Northamptonshire and Bedfordshire we have both urban centres of population but also large rural areas. In both counties we have a range of bases either of our own or working through satellite sites therefore trying to ensure that our services are as accessible as possible. In Bedfordshire outreach workers can provide an additional service to the rural areas and where appropriate provide some home visiting.

We receive a high level of funding to deliver services on behalf of the public sector. This has given us considerable access to funding to deliver on our charitable objectives. The funding sources however also impact on how we prioritise access to our services e.g. In Northamptonshire we receive more funding to deliver work with drug users as opposed to alcohol users and therefore waiting times for our services for on-going alcohol interventions can be longer. In the coming year we will receive more funding from the primary Care Trust which will help us reduce the waiting times for alcohol. Our Northamptonshire telephone and drop in advice and information services are available to all with immediate access during our opening hours.

We have a number of fixed bed spaces that are available to single homeless through 3 of our own houses and through managed houses on behalf of housing associations. Additionally however we work with private landlords to widen access to suitable accommodation and work closely with other charities and the Borough Councils to ensure people can be referred and advocated for as appropriate.

The benefit and impact of our work is however broader than to the individuals who receive help and support with their difficulties. Our work with people who are committing crimes linked to their substance use impacts on the wider community, people are linked into treatment and crime is reduced. As part of the Drug Intervention Programme in Northamptonshire we have worked closely with partners - in particular the police - and as a result have delivered on all the targets to a high level and the work has been recognised as being one of the highest performing teams in the region and the country. In Luton and Bedfordshire we also contribute to the delivery of the Drug Intervention Programme through our group work and key working sessions.

Additionally we provide support to parents, siblings and friends who are also impacted by the substance use of someone close to them and to children of substance using parents.

The main areas of charitable activity are described below.

### **Adult Drug and Alcohol Treatment Services**

Advice and Information Services provides information to a range of different people, some who are often seeking help with a problem for the first time, some who are caring or related to someone with a problem, professionals who want information on the effects of drug and alcohol and an understanding of the kind of help available and how to access it. We produce a range of information leaflets that we distribute as well as using publications from other sources. The information and advice helps people to identify possible risks and how and where to get help from, whether that be with CAN or through signposting to another statutory or voluntary organisation who are best placed to help. Often people can present in a very distressed state and this gives us the opportunity to ensure that they are listened to, given hope that help is available and that change is possible. Drug and alcohol users are frequently isolated and stigmatised, this service shows them that they are not alone and that they will not be judged. The number of people using this service in Northamptonshire in the last year was<sup>2</sup>

### **Assessment**

Everyone who goes on to receive a service is assessed so that we are fully aware of the extent of their difficulties and are able to assess any immediate risks which may need some more immediate help e.g. medical interventions. Additionally, if people have related problems with, for instance, housing or debt we refer them to other organisations to get the help that they need. It is up to the individual whether they accept the help on offer. However we are proactive in encouraging them and use motivational interviewing to help people take the step that they need to start making changes to their lives.

### **Counselling and group work**

We provide a range of counselling and group work to help people make real changes to their substance use. This can range from reducing the risks to themselves, their family and the wider community through, for example, to ensuring if they are injecting drug users that they have access to needle exchanges, to supporting people to remain abstinent through understanding the reasons and triggers for their substance

use and developing lifestyle changes and life skills. Additionally, our family support team in Northamptonshire works with parents who are using substances to address the impact of their substance use on their children and this in turn helps motivate them to make changes. We also provide group work with Social Services for parents, which help them to improve their parenting skills. The work with parents reduces the risks to children and can prevent children from being taken into care. With funding from Children In Need we are also directly providing a service to the children of these parents although currently the funding restricts this to how many children can be seen by one half time worker in a limited geographical location. The benefits to these children include an improvement in their health and well being, a reduction in their behavioural and social problems and an increased chance to achieve in education, improving their chances of success in later life. The number of people who benefited from ongoing one to one support was 1,178 whilst people attended group work 322.

#### **Parents and carers**

We offer advice and support to parents and carers. In Bedfordshire and Luton we specifically have projects that provide ongoing support to parents and carers. In this project self support groups have been set up which we co-ordinate and facilitate and we are also developing mentors who can support other people in the same situation.

#### **Alternative therapies**

We provide a range of alternative therapies which are shown to motivate people to stay engaged in treatment. These are offered to people within the treatments services and to service users within the criminal justice and homelessness services. 363 people benefited from these services.

#### **Criminal justice**

Working within Criminal Justice systems gives us access to people who may not seek help for themselves and gives us the opportunity to work with a hard to engage group. We have contact with everyone in Northamptonshire who is seen in the police custody suites who has tested positively as having a drug in their system, assess their needs, give information and link them into treatment. Linking them into treatment in turn reduces the risk of crimes being committed. The aftercare team work with people released from prison. Nationally there have been a high number of fatal overdoses for people leaving prison. The work with the aftercare team reduces the risk of overdoses occurring through people having accurate information and being given the support they need quickly, this also reduces the risk of people relapsing and re-offending. 1,701 people were seen under our non-intensive scheme and 1,297 in the intensive scheme.

#### **Young people**

The young people's teams work with those aged 10-18. In all their work they are working towards the 5 outcomes of Every Child Matters which are all aimed to ensure young people are safe and healthy and have the best opportunities available to achieve their potential. The outcomes are Stay Safe, Enjoy and Achieve, Be Healthy, Achieve Economic Well Being and Make a Positive Contribution. The service helps to prevent and reduce the harm caused by drug, alcohol and other substances. Reducing the risk of substance use in young people benefits the healthy development of those young people. As young people change their substance use this also leads to improvements in their relationships with their families and improves the quality of life for the whole family. It targets young people who because of other indicators are identified as being at risk of substance use or who will be using substances. In Bedfordshire we see young people who are on conditional cautions which allows us to intervene early on to help reduce the risks of further use and of offending. In Northamptonshire we have workers placed within the Youth Offending Service and again this can lead to benefits for the wider community through reducing offending and anti social behaviour. Other groups targeted are those who are excluded from mainstream education and those from BME communities. Additionally we work with young people who are being or who are at risk of being sexually exploited. The link between prostitution and drug use is well known and this work can potentially prevent people from becoming involved in prostitution or help them to escape from this life. During the year 822 people received advice and information and 291 young people received on-going one to one support.

### **Homelessness**

We have outreach workers identifying and working with rough sleepers, street drinkers and sex workers. They are supported and offered housing which benefits them and the community who can feel threatened and distressed by this group of people.

We provide and manage 54 bed spaces across Northamptonshire, housing people who are single homeless, using drugs and alcohol and often with a number of other complex needs e.g. mental health. Additionally we have rent deposit schemes that help give people access to the private housing market. Outreach workers find and work with rough sleepers to encourage them into accommodation. We have a team of tenancy support workers who support the clients once housed to develop the life skills necessary to maintain a tenancy and to link them into treatment to tackle their drug and alcohol problems and other presenting difficulties. Giving people a safe roof over their head is fundamental to meeting their basic needs which in turn enables them to tackle other problems in their lives. Eventually they are helped to access their own accommodation and reach the point where they can live without support. Some will go on to be part of our Footsteps scheme which is a mentoring scheme which trains and supports them to mentor others who are going through a similar process.

All the services improve people's health, reduce the need for crisis intervention from acute services, reduce the impact of negative associated behaviour on local communities, reduce crime, reduce the distress caused to families and carers and improve their mental health and well being. Ultimately it enables people to reach their potential and to be able to contribute to society.

During the year, 42 new people were housed in CAN community housing and 31 were housed elsewhere through our rent deposit scheme who would otherwise have been homeless.

### **Other activities**

#### **Training**

We provide DANOS mapped training to CAN staff and to a range of professionals in the drug and alcohol sector, wider social care field and other statutory sector organisations e.g. the police. Training courses are charged for. Training increases people's knowledge and skills in how to approach, assess, motivate and refer people who have drug and alcohol problems and makes them aware of the services CAN provides.

We are committed to ensuring that staff access appropriate training and qualifications. Over the last year we have worked with Northampton College and trained our own assessors to provide an NVQ 3 in Social Care and Health covering the drug and alcohol options.

#### **Recruitment and appointment of Board of trustees**

All members of the Board of trustees give their time voluntarily and received no benefits from the charity.

#### **Risk management**

The trustees have considered the risks that the charity may face. We have a comprehensive risk register with risks being considered under the following categories: business continuity, compliance, external environment, financial, marketing, people, projects, services, stakeholder management, strategic and technological. Each identified risk within each category is scored for probability and impact and then placed within a traffic light system to identify the key critical risks. The risk register is monitored by the Senior Management Team. All red critical risks are reported on to the Board of Trustees on a quarterly basis.



### **Key achievements**

- The development of the PHASE accommodation Project which in total will provide us with an additional 32 bed spaces increasing accommodation across the North and East of Northamptonshire. This will provide accommodation both for those who have tackled a substance problem e.g. returning from rehab and for those who still have drug problems.
- The Footsteps Project providing mentoring had to be closed temporarily due to funding coming to an end but we were then successful in securing funding for a further two years and the scheme has been re-launched.
- The successful tender for the Northants Young People's Service so that we are secure in being able to deliver and develop services for at least the next three years.
- The project planning for Locality working of our drug and alcohol services in Northamptonshire. Working closely with the statutory service providing medical interventions to ensure where possible services are co-located and increasing the access points to the services particularly in more rural locations.
- A dedicated stimulant worker in Bedfordshire which has resulted in more people seeking help.
- A children's worker in Bedfordshire enabling us to work with children impacted by substance use.
- An additional post in Luton focusing on carers in particular grandparents.
- Successful renewal of our Investors in People award.
- An additional part time trainer which has resulted in a growth in the amount of training we provide to outside organisations and has generated unrestricted income.
- Lady Juliet Townsend LVO HM Lord Lieutenant for Northamptonshire becoming CAN's patron.

### **Plans for future periods**

This year we have developed a new 3 year strategic plan with the following Overarching Strategic Objectives

#### **1 Quality Services**

We will continue to develop, deliver and sustain high quality services

#### **2 Strategic Partnerships**

We will develop strategic partnerships, ensuring that we remain true to our charitable objectives. We will seek out opportunities to work strategically and collaboratively with other organisations, aiming to improve services, meet identified gaps, provide value for money and create sustainability. We will build our influence with commissioners to ensure that they are informed of needs and services develop to reflect this.

#### **3 Service Development**

CAN will focus on retaining current services by maintaining quality and value for money. Further development of services in existing geographical areas and neighbouring counties will be assessed and considered providing this does not impact or compromise current service delivery and can be managed effectively.

#### **4 High performing Infra- structure**

We will develop and sustain a high performing infrastructure that complements and enhances service delivery meeting the strategic requirements of the organisation.

#### **5 Leadership and Management**

Encourage, support and develop inspirational leadership and management ensuring that we have the appropriate skills, resources and structures to enable our managers and Board of Trustees to achieve the goals of the organisation.

## **6 Marketing**

We will develop high calibre and dynamic marketing information and opportunities that inform, reflect and promote the quality and diversity of CAN and provides consistency across the organisation

Our plans for the future to deliver on the Strategic Plan include

- 1 The increase of unrestricted funds through recommendations from a current working sub group which may include the development of commercial and trading opportunities as well as further fundraising
- 2 Achieving the ISO 90001 Quality Mark in management
- 3 Improvement of waiting times for alcohol services in Northamptonshire
- 4 Identification of collaborative working / partnership working with other charities and organisations with Trust status
- 5 The continued development and restructuring of Northamptonshire adult treatment services in line with requirements from commissioners and in partnership
- 6 The completion of the refurbishment of our St Giles Street property in Northampton and the re-locating of our housing and homelessness services in to these premises
- 7 The development of an IT strategy
- 8 Close financial management and planning to reduce costs and provide value for money in the light of future funding uncertainty in the current economic climate

## **Financial review**

### **Incoming resources and expenditure**

Income exceeded resources expended during the year by £211,300. During the year, under-recoveries of central core costs in prior years from certain restricted projects were identified and a transfer of £170,903 was effected. Restricted funds carried forward at 31<sup>st</sup> March totalled £253,530 in respect of grants paid in advance and under spends during the year, which will be used to offset budgeted shortfalls in 2010/11 and beyond.

Income increased during the year partly as a result funding being achieved for a number of new projects. The PHaSE accommodation project at £161,763 annually and the Footsteps mentoring project at £43,000 per annum are both being funded by Supporting People Northamptonshire initially for two years. Bedford DAAI provided £50,000 to set up a stimulant drug specific service and a new grandparents' support service in Luton was funded by £11,000 in its first year and a local charity is supporting a new Children's Worker as part of the PlanB Young People's service. Of the £922,650 of Unrestricted funds at 31<sup>st</sup> March, approximately £135,000 relates to funds received in advance of the expenditure being incurred.

As highlighted elsewhere in this report, the Board agreed to invest reserves in the appointment of an additional part-time trainer to free up the training co-ordinator to seek additional business and boost unrestricted funds. The result was an increase in income of £21,161, which more than met the cost of the extra post.

Principal funding sources during the year were Northamptonshire and Bedfordshire Drug and Alcohol Teams, Luton Drug and Alcohol Partnership, Drug Intervention Programme, Primary Care Trusts in Northamptonshire, Bedfordshire and Luton, Supporting People and Northampton and Corby Borough Councils. In addition, we received funding from a number of other sources, including central government, trusts, corporate bodies and individuals.

Negotiations have been completed with major funders for 2010/11, which have taken into account some of the unspent balances brought forward. With these in place plus a new three-year Service Level Agreement for the Northamptonshire Young People's Service and the funds held at 31<sup>st</sup> March, the company is reasonably well placed to face the uncertainties that Public Sector funding will be facing from 2011 onwards. However, the Board, through the establishment of a Fundraising Strategy Group, is

seeking ways of increasing income streams that reduce the current level of reliance on statutory income

### **Reserves policy**

The company aims to keep a level of reserves (that is, those funds that are freely available) to enable it to carry out its future activities and meet commitments. Unrestricted funds totalled £922,650 at the year end, of which £380,584 is invested in freehold property currently used as offices or to house clients. The level of free reserves (net current assets) as at 31 March 2010 was £532,907. Of this figure, approximately £135,000 relates to income received in advance, leaving a balance of just under the Board's target, set in 2007, of the greater of three month's unrestricted expenditure or £400,000.

### **Investment powers and policy**

Under the Memorandum of Association, CAN has the powers to invest the monies not immediately required for its purposes in investments, securities or property as the board sees fit. The board reviewed and approved its investment policy on 15 January 2008 in which it set out the balance between income generation and capital growth. Short-term deposit accounts are used to maintain access to funds whilst generating income. Investment in any other form, including property acquisition in preference to leasing, will be subject to the approval of the board on a case-by-case basis.

CAN will seek to invest its surplus funds in ethical funds that do not conflict with the values of the agency.

### **Statement of trustees' responsibilities**

The trustees (who are also directors of The County of Northampton Council on Addiction for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law, the trustees have elected to prepare financial statements in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as each of the trustees is aware

- there is no relevant audit information of which the charitable company's auditors are unaware, and

- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

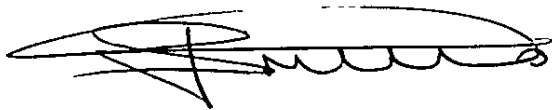
#### **Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

#### **Auditor**

Grant Thornton UK LLP, having expressed their willingness to continue in office, will be deemed reappointed for the next financial year in accordance with section 487(2) of the Companies Act 2006 unless the company receives notice under section 488(1) of the Companies Act 2006.

ON BEHALF OF THE TRUSTEES

A handwritten signature in black ink, appearing to read 'J Spittle', with a large, sweeping flourish at the end.

J Spittle  
Chairman  
8 July 2010



## Independent auditor's report to the members of The County of Northampton Council on Addiction (registered number 2836340)

We have audited the financial statements of The County of Northampton Council on Addiction for the year ended 31 March 2010 which comprise the principal accounting policies, the statement of financial activities (incorporating an income and expenditure account, the balance sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective Responsibilities of trustees and auditors**

The trustees' (who are also the directors of The County of Northampton Council on Addiction for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether the information given in the Trustees' Annual Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charitable company has not kept adequate accounting records, if the charitable company's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant



## Independent auditor's report to the members of The County of Northampton Council on Addiction (registered number 2836340)

estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### Opinion

In our opinion

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been prepared in accordance with the Companies Act 2006, and
- the information given in the Trustees' Annual Report is consistent with the financial statements

A handwritten signature in black ink, appearing to read "Stephen Robinson".

**Stephen Robinson**  
Senior Statutory Auditor  
for and on behalf of Grant Thornton UK LLP  
Statutory Auditor, Chartered Accountants  
Kettering

8 July 2010

## Principal accounting policies

### **Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and the Companies Act 2006 under the Financial Reporting Standard for smaller entities (FRSSE) 2008

The principal accounting policies of the charity have remained unchanged from the previous year and are set out below

### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal

### **Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. If they are received in advance of the accounting period to which they relate, they are deferred.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables are accounted for as the charity earns the right to consideration by its performance.

### **Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising events.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

### **Tangible fixed assets and depreciation**

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Office equipment	4 years
Leasehold property improvements	25% reducing balance or term of lease
Freehold land and buildings	50 years
Motor Vehicle	4 years

Only items costing more than £500 are capitalised.

### **Operating leases**

Rentals paid under operating leases are charged to the SOFA on a straight line basis over the period of the lease.

### **Pensions**

The charity operates a defined contributions scheme in respect of employees.

Contributions are charged to the SOFA as they become payable in accordance with the rules of the scheme.



## Statement of financial activities (incorporating an income and expenditure account)

	Note	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
<b>Voluntary income</b>					
Donations and gifts	2	12,738	-	12,738	13,018
<b>Activities for generating funds</b>					
Fundraising income		59,600	-	59,600	83,738
<b>Investment income</b>					
Bank and building society interest		461	-	461	7,873
<b>Incoming resources from charitable activities</b>					
Grants receivable	1	842,466	3,169,467	4,011,933	3,865,407
CAN Community Housing Income		197,288	-	197,288	190,989
Training income		49,591	-	49,591	28,430
<b>Other incoming resources</b>					
Other income		59,575	-	59,575	32,441
<b>Total incoming resources</b>		<b>1,221,719</b>	<b>3,169,467</b>	<b>4,391,186</b>	<b>4,221,896</b>
<b>Resources expended</b>					
<b>Cost of generating funds</b>					
Fundraising costs		41,369	-	41,369	55,275
Charitable activities		1,041,337	3,087,469	4,128,806	3,945,545
Governance costs		9,711	-	9,711	8,077
<b>Total resources expended</b>	3	<b>1,092,417</b>	<b>3,087,469</b>	<b>4,179,886</b>	<b>4,008,897</b>
<b>Net incoming resources for the year</b>		<b>129,302</b>	<b>81,998</b>	<b>211,300</b>	<b>212,999</b>
Transfers between funds	9	170,903	(170,903)	-	-
<b>Net incoming / (outgoing) resources after transfers</b>		<b>300,205</b>	<b>(88,905)</b>	<b>211,300</b>	<b>212,999</b>
<b>Funds brought forward</b>		<b>622,445</b>	<b>342,435</b>	<b>964,880</b>	<b>751,881</b>
<b>Funds carried forward</b>		<b>922,650</b>	<b>253,530</b>	<b>1,176,180</b>	<b>964,880</b>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

The accompanying accounting policies and notes form part of these financial statements.

## Balance sheet

	Note	2010 £	2009 £
<b>Fixed assets</b>			
Tangible assets	5	518,994	542,701
<b>Current assets</b>			
Debtors	6	650,251	564,143
Cash at bank and in hand		822,763	647,479
		<u>1,473,014</u>	<u>1,211,622</u>
<b>Creditors amounts falling due within one year</b>	7	<u>(708,598)</u>	<u>(670,478)</u>
<b>Net current assets</b>		<u>764,416</u>	<u>541,144</u>
<b>Total assets less current liabilities</b>		<u>1,283,410</u>	<u>1,083,845</u>
<b>Creditors amounts falling due after more than one year</b>	8	<u>(107,230)</u>	<u>(118,965)</u>
<b>Net assets</b>		<u>1,176,180</u>	<u>964,880</u>
<b>Funds</b>			
Restricted funds	9	253,530	342,435
Unrestricted funds	9	922,650	622,445
<b>Total funds</b>		<u>1,176,180</u>	<u>964,880</u>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act

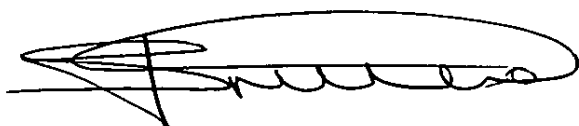
The trustees acknowledge their responsibilities for

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company

**The accompanying accounting policies and notes form part of these financial statements**

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These financial statements were approved by the trustees and authorised for issue on 8 July 2010 and are signed on their behalf by

A handwritten signature in black ink, appearing to read 'J Spittle', written over a horizontal line.

J Spittle  
Chairman

## Notes to the financial statements

### 1 Grants receivable

	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Northamptonshire	175,876	2,016,728	2,192,604	2,094,705
Homelessness	604,590	-	604,590	657,086
Bedfordshire	62,000	422,643	484,643	403,965
Luton	-	409,347	409,347	396,725
Plan B		320,749	320,749	312,926
	<u>842,466</u>	<u>3,169,467</u>	<u>4,011,933</u>	<u>3,865,407</u>

### 2 Donations and gifts

	Unrestricted funds £	Restricted funds £	Total 2010 £	Total 2009 £
Individuals	6,972	-	6,972	2,954
Charitable trusts	-	-	-	2,250
Corporate donors	5,766	-	5,766	7,814
	<u>12,738</u>	<u>-</u>	<u>12,738</u>	<u>13,018</u>

**3 Total resources expended**

	Fundraising costs £	Charitable activities £	Governance costs £	Total 2010 £	Total 2009 £
Salaries and wages	27,584	3,245,902	-	3,273,486	3,113,931
Temporary staff	-	62,274	-	62,274	34,304
Staff training	252	43,070	291	43,613	60,871
Recruitment costs	-	16,413	1,159	17,572	16,041
Rent and rates	-	276,737	-	276,737	253,294
Heat and light	-	50,247	-	50,247	53,365
Other premises costs	-	104,191	-	104,191	77,112
Office costs	-	90,204	334	90,538	93,858
Client costs	-	11,594	-	11,594	12,884
Staff travel and phones	358	111,631	-	111,989	113,465
Van Running costs	-	2,382	-	2,382	2,068
Publications and subscriptions	-	4,726	-	4,726	5,524
Counselling supervision	-	2,595	-	2,595	3,204
Advertising and publicity	-	16,870	-	16,870	13,454
Other insurances	-	17,838	-	17,838	20,341
Furniture and equipment	220	9,568	-	9,788	36,781
Fundraising costs	12,955	-	-	12,955	27,789
Sundry expenses	-	10,146	302	10,448	7,317
Mortgage interest	-	3,546	-	3,546	9,033
Legal and professional fees	-	7,311	-	7,311	6,577
Audit and accountancy	-	-	7,625	7,625	7,091
Depreciation	-	41,561	-	41,561	40,593
	<u>41,369</u>	<u>4,128,806</u>	<u>9,711</u>	<u>4,179,886</u>	<u>4,008,897</u>

**4 Staff costs**

	2010 £	2009 £
Wages and salaries	2,926,281	2,782,645
Social security costs	279,031	266,198
Pension costs	68,174	65,088
	<u>3,273,486</u>	<u>3,113,931</u>

**Staff costs (continued)**

The average number of persons employed during the year was as follows (full time equivalents)

	2010	2009
Charitable activities	105	101
Cost of generating funds	1	1
Management and administration	10	8
	<u>116</u>	<u>110</u>

The number of higher paid employees was

	2010	2009
Taxable emoluments band £60,000-£70,000	<u>1</u>	<u>-</u>

The number with retirement benefits accruing in defined contribution schemes was 1 (2009 Nil), for which the contributions amounted to £2,928 (2009 Nil)

No emoluments were paid to trustees in either year but £302 was claimed as re-imbursement of travel expenses to meetings by two trustees during 2009/10

**Defined contribution pension scheme**

The charity operates a defined contribution scheme, contributing 5% of salary of those in the scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £68,174 (2009 £65,088)

**5 Tangible fixed assets**

	Office equipment £	Leasehold property improvements £	Freehold land and buildings £	Motor Vehicle £	Total £
Cost					
At 1 April 2009	145,816	241,806	451,914	5,869	845,405
Additions	16,216	1,638	-	-	17,854
Disposals	-	-	-	-	-
At 31 March 2010	<u>162,032</u>	<u>243,444</u>	<u>451,914</u>	<u>5,869</u>	<u>863,259</u>
Depreciation					
At 1 April 2009	137,556	101,390	62,291	1,467	302,704
Charge for the year	7,455	23,600	9,039	1,467	41,561
Disposals	-	-	-	-	-
At 31 March 2010	<u>145,011</u>	<u>124,990</u>	<u>71,330</u>	<u>2,934</u>	<u>344,265</u>
Net book value					
At 31 March 2010	<u>17,021</u>	<u>118,454</u>	<u>380,584</u>	<u>2,935</u>	<u>518,994</u>
At 31 March 2009	<u>8,260</u>	<u>140,416</u>	<u>389,623</u>	<u>4,402</u>	<u>542,701</u>

The trustees do not consider a revaluation of freehold land and buildings to be necessary as they deem the market value to be in excess of the value stated above

**6 Debtors**

	2010 £	2009 £
<b>Amounts falling due within one year</b>		
Grant income owing	526,396	465,798
Prepayments and accrued income	79,571	54,126
Other debtors	44,284	44,219
	<u>650,251</u>	<u>564,143</u>

**7 Creditors: amounts falling due within one year**

	2010 £	2009 £
Bank loan	3,044	2,489
Building society mortgages	6,499	4,863
Other creditors	31,425	53,777
Other taxation and social security	76,943	75,890
Accruals	27,089	13,726
Deferred income	563,598	519,733
	<u>708,598</u>	<u>670,478</u>

The bank loan and building society mortgages are secured by charges on some of the freehold land and buildings of the charity

**8 Creditors: amounts falling due after more than one year**

	2010 £	2009 £
Bank loan	33,521	37,120
Building society mortgages	73,709	81,845
	<u>107,230</u>	<u>118,965</u>

Total borrowings can be analysed as falling due.

	2010 £	2009 £
<b>Bank loan</b>		
In one year or less	3,044	2,489
Between one and two years	3,044	2,489
Between two and five years	9,132	9,956
In five years or more	21,345	24,675
	<u>36,565</u>	<u>39,609</u>



**Creditors: amounts falling due after more than one year (continued)**

	2010	2009
	£	£
<b>Building society mortgages</b>		
In one year or less	6,499	4,863
Between one and two years	6,499	4,863
Between two and five years	19,303	19,452
In five years or more	47,907	57,530
	<u>80,208</u>	<u>86,708</u>

The bank loan and building society mortgages are secured by charges on some of the freehold land and buildings of the charity

**9**

**Statement of funds**

	At 1 April 2009	Income	Expenditure	Transfers between funds	At 31 March 2010
	£	£	£	£	£
<b>Unrestricted funds</b>					
General reserve	<u>622,445</u>	<u>1,221,719</u>	<u>1,092,417</u>	<u>170,903</u>	<u>922,650</u>
<b>Restricted funds</b>					
Northamptonshire fund	265,995	2,016,728	1,967,531	(138,450)	176,742
Bedfordshire fund	24,955	422,643	417,612		29,986
Luton fund	26,619	409,347	392,920	(18,209)	24,837
Plan B fund	18,833	320,749	307,939	(14,244)	17,399
Van Purchase fund	6,033	-	1,467	-	4,566
Total restricted funds	<u>342,435</u>	<u>3,169,467</u>	<u>3,087,469</u>	<u>(170,903)</u>	<u>253,530</u>
Total funds	<u>964,880</u>	<u>4,391,186</u>	<u>4,179,886</u>	<u>-</u>	<u>1,176,180</u>

The general reserve represents the funds of the charity which are not designated for particular purposes

The Northamptonshire fund represents income less expenditure to date in connection with specific projects in Northamptonshire

The Bedfordshire fund, Luton fund and Plan B fund represent income received in respect of the Bedfordshire, Luton and Plan B teams less expenditure to date

**Statement of funds (continued)**

The Van Purchase fund represents £7,500 received towards the purchase and running costs of a van for the maintenance worker. The fund balance is reduced by the depreciation charged on the vehicle in accordance with the policy outlined on page 15 of these statements, together with a contribution to the running costs during the year.

**Transfers between funds**

These represent funds released to meet under-recovered core costs in previous years.

**10 Operating lease commitments**

At 31 March 2010, the charitable company had aggregate annual commitments under non-cancellable operating leases as set out below:

	2010		2009	
	Land and buildings £	Other £	Land and buildings £	Other £
<b>Expiring</b>				
Within one year	12,500	-	-	-
Within two to five years	27,707	13,630	40,207	13,630
Over five years	91,725	-	91,725	-
	<u>131,932</u>	<u>13,630</u>	<u>131,932</u>	<u>13,630</u>

**11 Analysis of net assets between funds**

Fund balances at 31 March 2010 are represented by

	Unrestricted funds £	Restricted funds £	Total £
Tangible fixed assets	516,059	2,935	518,994
Net current assets	513,821	250,595	764,416
Long term liabilities	(107,230)	-	(107,230)
	<u>922,650</u>	<u>253,530</u>	<u>1,176,180</u>

**12 Capital commitments**

The charity had no capital commitments at 31 March 2010 or 31 March 2009

**13 Contingent liabilities**

There were no contingent liabilities at 31 March 2010 or 31 March 2009

**14 Company limited by guarantee**

The company is limited by guarantee. Each of the members has agreed to contribute to the assets in the event of a deficiency on winding up of an amount not exceeding £1

**15 Auditor's remuneration**

Included in the accounts is a charge of £7,625 (2009 £7,091) in respect of auditor's remuneration